

September 2011

To parents of A2 students

Dear Parent/Guardian

A warm welcome back to BHASVIC in another year of excellent exam results for the College. Our pass rates at A and AS level this year were 98% and 92% respectively. Our vocational qualification results were also very good with several subjects having 100% pass rates.

As emphasised last year, we believe that it is important that you are well informed about the College so that you can participate as effectively as possible in your son or daughter's education. Useful and important information is available to be viewed on the Parents' Information pages on the College website. You can view these by visiting: <http://www.bhasvic.ac.uk/parents.htm>. I am enclosing with this letter the following information:

- The Parents' Calendar
- Parental Expectations of the College
- The leaflet "What to do if you are absent from College"
- Student Attendance and Key Dates for 2011-12 to put on your family notice board
- Student timetables
- Parents' Fund Letter
- Attendance Hotline Fridge Magnet

The following information can be accessed from the website (alternatively please contact Susanne Bonney on Ext: 5824 (direct line 01273 859824) to receive a paper copy):

- The College Charter
- The College Contract
- Coursework deadlines
- Dates for January exams

A reminder of other key information:

If you have cause for concern – Contact the College by e-mail, telephone or letter. In the case of a phone call, Reception will try to find your son or daughter's Tutor or Senior Tutor. If neither is available, they will take a message for a Tutor and someone will return your call, or put you through to leave a message on the Senior Tutor's Telephone.

Reporting and Assessment – Reviews take place at intervals throughout the year to monitor student progress. Subject teachers and Tutors will discuss progress with students formally twice a year. Subject reviews are sent home at the end of the process and we ask you to discuss them with your son or daughter. The timing of Subject Reviews is set out in the Parents' Calendar.

Please inform us if you require this letter in an alternative format

Parents' Evenings – Please see the enclosed Calendar for the times and dates of Parents' Evenings throughout the year.

Attendance – We expect 100% attendance from students and all absences are pursued vigorously. Students should be available for individual appointments, given appropriate notice, with members of staff throughout the College day. Holidays in term time are always treated as unauthorised absence, so we ask parents or guardians to take particular notice of the BHASVIC term dates and make arrangements for any family holidays or other occasions during the College holidays. If attendance at lessons or tutor periods falls below 90%, without good reason, students will be charged £50 towards their assessment costs and risk being asked to leave the College.

Part-time work – This can be a real threat to students' success, as can an over-active social life. Most students keep paid work in check so that this activity has no detrimental effect on their College performance. Evidence and experience shows that students who do more than the equivalent of one day's paid work a week will impede their chances of success in their studies.

Careers Guidance – Students will discuss their career plans with their tutor during consultation periods. We have a good Careers Library to which students have free access and a Careers Assistant who will help students with their queries. All students can request a careers interview by making an appointment in the Careers Suite, within the Student Services Centre.

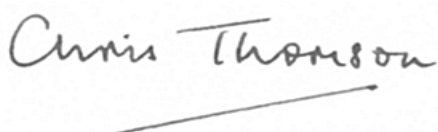
Higher Education – The process to help your son or daughter with their UCAS applications, employment, apprenticeships and/or further education courses continues throughout the Autumn Term. There are tight deadlines for UCAS and FE College applications in particular, so please ensure your son or daughter is aware of these and is on course to meet them.

Disability Equality – We keep our processes for promoting the wellbeing of people with disabilities under constant review. To this end we would be very interested in hearing from any parent who has experience of caring for a disabled person – however mild the disability – so that we can learn from them and thereby improve our provision. If you would be willing to help us, please contact Nicky Deakin on 01273 859816.

Edutext – The College uses a text messaging service to alert parents to their son or daughter's unauthorised absence and to contact students regarding EMA payments or important meetings they have with their staff. We feel it is very important to be able to communicate with you in this way, and hope you will respond to any texts in a timely manner.

I trust the contents of this letter will give you some initial answers to questions which you may have had in mind. Finally, I hope you will read the enclosed sheet headed "**Parents' Fund**" and that you will want to assist the College's work with a donation. Thank you in anticipation.

Yours faithfully

A handwritten signature in cursive script that reads "Chris Thomson". A horizontal line is drawn underneath the signature.

Christopher Thomson
Principal